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Previous References (mc)

mc 15 7-21 82,367
" 29 " 81-2
" 75 B-03 04 88 1
" 66-76 88 29 44 627

Serial Nos 1,225

Later References

Jul 4 29 Ns 2 4 of 25

General and Revenue Secretariat.

Serial Nos

Part B for June 27

SUBJECT

Business manual of the office of the Inl Bd mpors

---

5 Jo, The Chairman Inl Bd mpors
the Comptroller to Govt
No L 70567/d 6 4 27

Sanctions the above
with certain modifications
Suggests Deputy Comptroller

1/1 9 4-7

WD 01229—GPB—37 500—

App F III –

General and Revenue Secretariat | nil File No 127 of 1926

Serial No	
1	From The Chairman Trust Board elly No 959 dated 31 12 26 Forwards for Sanction a copy of the Business Manual of the Office of Trust Board elly Sne, with which is embodied a comprehensive Set of Rules dealing matters of procedure in regard to the B works and states that the Same may be approved after they are duly passed by the Board Submitted with a draft copy of Trust Board Regulations BB 8/1/27 The Boards approval may perhaps be communicated 8/1/27 ✓ Perm perhaps the references quoted in the Rules sent up in several places & the references agreed by me in the separate note perhaps hereon BB 15/1/27 ✓ All available references are put up PB 15/1/27 ✓ A note to perhaps on the arrangement & of the Manual Secy BB

Please see note put over the page at once

WW 17/1/27

Chief

Serial No

CHAPTER I.

This deals with constitution and conduct o business of the Board.

The provisions in the summary portion are to be found in Sections 3 - 6 and 9 of the rus Board Regulation Some of the important portions to be found in these sections have however been -- omitted These are shown in pencil in proper places These may be incorporated perhaps

yes

The latest order requiring the publica io of only matters of general public interest is put up

Z

CHAPTER II.

This deals with the powers and duties of the Chaiman

The provisions of rules 10, 12 and 35 are summarised But Section 28 requiring the Chairman to frame an annual estimate of income and expenditure is omitted. This will be added to the summary

yes

Rule 27 contains other powers of the Chairman It would have been better if the authorities for that had been quoted

CHAPTER III.

Deals with Officers and servants of the Boar

The provisions of the Regulation are shown in pencil

Rule 12 herein relates to temporary official who are intended to be shown the same privileges and to be placed under the same lfabilities as the permanent employees during their employment they being granted gratuities on being dispensed with on the

Serial No.

merits of each case Rule 14 relates to the applica-
tion of Public ~~Services~~ conduct Rules. Other Manuals

These may be approved perhaps

CHAPTER IV.

IMPROVEMENT SCHEMES.-

ACQUISITION

The important provisions of the Regulation Chapter III summarised herein are shown in pencil in the draft

This contains also rules re the classification of improvement schemes and the several kinds of works that go under each head, ~~precedence~~ procedure to be followed in regard to properties to be acquired, Payment o acquired properties and registers and other particulars to be maintained in this connection

CHAPTER V

This deals with the execution of works preparation of estimates for each work, authorities empowered to sanction the several kinds of estimates supervision of the works, payment of bills for works executed

The several references referred to herein are put up and Flagged

The Secretary to prepare this Compilation, for remarks if any to be considered

CHAPTERS VI & VII.

These relate to movable and immovable properties belonging to the Board, the rates at which the properties are to be sold, conditions of sale or lea registers to be kept in regard to these.

~~CHAPTER VIII.~~

~~This deals with the Finances of the Board~~

Serial No

The provisions of the Regulation summarised are indicated in pencil The Government Orders mentioned are also put up

The next portion relates to office organisation and procedure This may perhaps be brought under a separate Chapter viz , Chapter IX.

The office is divided into several sections, the work to be attended to by each section, the Officers responsible for the work of each section are given

Some of the appendices are yet due from the Chairman as also the resolution of the Board which latter has perhaps to be awaited

Yes
In the meanwhile
observations on the
chapter out of

Sd Rly)

22
15/1

5

Forwarded with compliments to the Controller for favour of remarks as to the provisions of Chapter V & other provisions relating to Accts in the draft manual sent herewith

Rangaraja Rao Saheb
21 1 27

W.O.No 572
21/1/27

V. TROLLE
22 JAN 19

PTO

General and Revenue Secretariat | File No | of 192

Serial No

No 582/Gen/27 dated 25-3-27

U O.No 1682 WAD I dated 23rd March 1927
Enclosure One leaf file

Returned with compliments with the following remarks -

Chapter V

This deals with the execution of works

Para 47 The Government Order of 1st May 1925 referred to therein requires that a list of works sanctioned by the Board may be sent to Government for formal approval from time to time This has been omitted and has now to be inserted

As the sanctions for work estimates both by the Board and Government have to be communicated to the Audit Office monthly, the following provision will have to be made

A list of all estimates sanctioned by the Board and of these by Government will be forwarded by the Chairman to the Audit Office monthly so as to reach the Comptroller on or before the 5th of the month following that to which the list relates"

As nothing is said about the excesses over estimates, the following will have to be provided for -

"Excess over estimates should be strictly avoided and revised estimates should be prepared as soon as it is perceived that the sanctioned estimate is likely to be exceeded by more than 5%."

"No additional work should be carried out beyon what is sanctioned nor should any enhancement of rates promised involving an excess over the sanctioned estimates without the express approval of th competent

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General and Revenue Secretariat | File No | of 192

Serial No

competent authority

Para 50 The words "Executive Engineer will have to be substituted in place of "the senior official of the Section" as the register of estimates sanctioned is an important record in the ~~Forest~~ Trust Board Office

Para 56 The following addition is necessary

"A certified copy of the rate list may be used by the Accounts Section for check of bills and reference Only final bills will be checked with the original list"

Para 58 The following is proposed to be added in order to avoid rush of check and payment of bills

"Measurements taken after the 20th of the month will not be paid for in that month but only in the succeeding month"

Para 59 The following will have to be inserted as a sub para

"Expenditure will as far as possible be equalised throughout the year and the flow of bills will be regulated as to avoid rush of payments at the close of each month and at the close of the year"

Para 64 With this para, Chapter V closes ~~IX~~ In para 14 of Government Order No 480/-11 M1 106-25-00 dated 5th January 1926, it has been ordered that the transactions of the ~~Forest~~ Trust Board should be conducted under the provision of the Public Works Department Code As it is unnecessary to introduce all important paras, a reference to this may be made in general under a separate para

Contd Sheet

General and Revenue Secretariat | File No | of 19

Serial No

"As the works executed by the Forest Trust Boar are mostly of the nature of these undertaken by the Public Works Department, the transactions of the Board should be conducted under the provisionsof the Public Works Account Code and reference made thereto for provisions not contained in this Manual"

Chapter VII

This deals with moveable properties

The following may be inserted as the first para under this chapter

"The Executive Engineer who is generally entrust ed with the care, use or consumption of he moveable properties is responsible for maintaining correct records and preparing correct returns in respect of the properties entrusted to him"

The provision of the following is necessary

"All purchases up to Rs1,000/- should be made in accordance with the rules contained in Government Order No Fl 3238-87/G F 10-17-47 dated 4th January 1918 and these above Rs1,000/- being made through the Store Purchase Committee"

"The Stores will be in charge of the Store Keepe whose duty will be confined to the custody, preserva tion and issue of stores under his charge and to keeping the required returns relating to them"

"Stores should be issued by the Store Keeper only on receipts or indent in which should clearly be shown the work or service for which the article are required and which should be signed by the Executive Engineer."

The

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File No of 192

General and Revenue Secretariat

Serial No

NOTE—

Serial No

"The accounts of Daily Receipts and Issues of Stock and Tools and Plant should be maintained in Form No 17 and the monthly return of receipts and issues in Form No 20 These should also be posted in A Form registers monthly"

"The old building and surplus materials should be accounted for in the same manner as stock and tools and plant"

Substitute this for para 80

"The stock account, being a reserve for current or future requirements has to be maintained at a certain limit and the stock replenished when it falls below that Stock must be counted at least once every half year and a certificate to this effect furnished to the Comptroller before the 15th August and 15th February of every year, as required in paras 402 to 411 of the Mysore Public Works Account Code The tools and plant in the Board should be similarly counted once a year and a certificate sent to the Comptroller before the 15th August of every year"

Substitute the following for paras 81 and 82

"The book value should invariably be fixed for all surplus and serviceable stores, while a nominal value may be fixed for unserviceable ones They should be disposed of from time to time by auction or otherwise as the Board may decide"

"When stores are sold to the Public or other departments, an addition of 10% must be made to cover charges on account of supervision, ~~shortage~~ Storage and contingencies This percentage is leviable on

Sheet

all

Serial No

all articles issued by the Board irrespective of the account in which they are borne -Stock, Tools and Plant, surplus stores or materials at site No charge need be made on earthen ware pipes issued from Trust Board Works or to private people for house connection "

"A ~~ixns~~ hire of 15% on the cost price should be levied per annum for machinery and tools lent to District Board and other Government Departments Ordinary tools such as pick axes, mamties, crow bars, hammers etc should not be loaned to contractors on any account "

Chapter VIII

This deals with finances

Substitute the following for para 87

The Chairman, is personally responsible for the money which passes through his hands and for the prompt record of all receipts and payments in his cash book in every respect He is required to check all the entries as soon as possible after the date of their occurrence and he must see that all receipts have been properly credited in it and tha the payments are supported by vouchers which he has approved He should initial in each page after the last entry is checked The cash book should be signed by the disburser at the end of the month an such signature will be understood as fixing his responsibility for all the entries of the month inclusive

General and Revenue Secretariat | File No | of 19

Serial No

inclusive of closing balance"

"There should be no erasures of any kind in the cash book It a mistake occurs in posting it, it must be neatly struck out in red ink and the corrective entries made just above it All corrections should be initialled by the Chairman himself

"The Chairman should count the cash not less often than once a month and record the result in the cash book over his signature"

Cash Books have their pages machine numbered As far as possible no lines should be left blank Interpolation of entries should strictly be avoided but when under special circumstances, it becomes necessary to make any entries between the rules or to make any additions to or interpolations between entries already made, such additions should invariably be attested by the dated initials of the Chairman

Cash and General Accounts (Page 32)

Para 117 Insert "and Paras 210 to 233 of the Mysore Public Works Account Code" after the words Execution of Works "

Insert the following after Para 117

"The monthly accounts should be submitted so to reach the Comptroller by the 20th of the following month with all the necessary schedules and schedule dockets with bills and vouchers"

Comptroller

MSR

Serial No		

NOTE—Contn Sheet

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General and Revenue Secretariat

File No

of 192

Serial No

The suggestions of the Comptroller may be adopted except in respect of para 58.

The necessary appendices have I understand been already received together with the Board's Resolution approving of the Manual

Part of 90 approving of the rules and as amplified by Comptr

ANS OFFICE
Received on
PR. 1927
No 4093

WD

25/3

10

A draft Govt order in pursuance of the two modifications mentioned by the chairman are inserted in the draft Rules put up below the additional heading to the Manual also

WD 11

28/3

Chairman

29/3

In approval

OFFICE OF THE C
31 MAR 1927

31/3

Member

Chairman

2427

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Serial No

5—

L 7056-7/ Dated 6 4 1927
The Chairman TB ally Re
controller
Sanctions the T B Manual
& Rules as finally adopted by the
Board, with certain modifications
suggested by the Controller

GENERAL & REVENUE SECRETARIAT
18 APR 1927
LOCAL SELF GOVT. BRANCH

No 959 149024

959
Que one business manual

OFFICE OF THE CHAIRMAN
CITY IMPROVEMENT TRUST BOARD MYSORE

Dated 30th December 19 26
3/82

FROM

N MADHAVA RAO ESQUIRE BA BL
Chairman City Improvement Trust Board
Mysore

REVENUE SECRETARIAT 2858L 5 IV LOCAL SELF GOVT BRANCH 6/1/27

GEN & REV SECTT BR 2 JAN 1927 G D SECTION

To

The Secretary
to the Government of His Highness the Maharaja of Mysore
Development Department

SIR

— wl 29-26 —

I have the honor to state that the City of Mysore Improvement Regulation defined in a general way the scope of work and the powers of the Board but left the details of procedure and administration to be settled by Rules and Bye-laws to be framed under Sections 38 and 39 of the Regulation This expectation has been fulfilled only to a limited extent and several matters on which a clear and consistent understanding is necessary are at present regulated by tradition stray rulings and the discretion of a changing personnel A comprehensive set of rules dealing formally and authoritatively with matters of procedure in regard to the Board's works has long been felt to be a handicap by the officers subordinate and auditors of the Board no less than by the Trustees In order to supply this want a business manual has been prepared and a copy of it is submitted herewith

2 The Manual will be placed before the Board and when it is approved by them, the same may be passed as Rules made under Section 38 of the City of Mysore Improvement Regulation

3 A copy of the Board's Resolution in this behalf will be submitted in due course

I have the honour to be,
Sir,
Your most obedient servant,

N Madhava Rao

Appendix 4

44

Revised Draft Rules
with Appendices in full

-:Mysore City Improvement Trust Board:-

Business Manual

Chapter I.

-: Constitution of the Board :-

Summary and statutory provisions.

1. The Board consists of nine Trustees whose names are notified in the official Gazette The Chairman holds office during the pleasure of the Government and the other Trustees for two years An ordinary meeting should be held once every month but the Chairman whenever he thinks fit, or upon the request of not less than three Trustees will call a special meeting Every meeting is to be presided over by the Chairman, or in his absence one of the Trustees who may be chosen by the members present All questions should be decided by a majority of votes, the presiding authority having a second or casting vote Minutes should be kept in a book, signed at the following meeting by the President The Board may appoint a Committee consisting of the Chairman and other Trustees and refer to it any subject for enquiry and report

(2) The ordinary meetings of the Board will be held at the Board's office on the last Saturday of every month unless for any special reason a different time or place is appointed by the Chairman

(3) During every year a special meeting will be held to consider the Budget estimates for the following official year.

(4) A list of subjects to be considered at every meeting will be sent to the Trustees seven days before

16

the date of meeting and as far as possible the papers relating to such subjects will also be circulated to the Trustees.

(4) Subjects not included in the agenda may be brought up by the Chairman at any meeting provided the majority of the members present thereat have no objection to the same being considered.

(5) Any subject which a trustee wishes to propose for consideration at a meeting shall be communicated to the Chairman ten days at least before such meeting, unless the Chairman in his discretion thinks fit to dispense with such notice.

(6) At the ordinary monthly meetings, the following items of business relating to the previous month shall be invariably brought up:-

i. Abstract accounts

ii Audit reports

iii Contracts entered into by the Chairman under powers vested in him.

iv. List of sites and bits of land sold, resumed or exchanged.

v. List of properties acquired by mutual agreement

vi List of movable properties disposed of

vii List of building materials of demolished houses granted free, or at concession rates.

viii. List of amounts due to the Trust Board which have been written off as being irrecoverable or for other reasons.

(7) Once a quarter the progress of the works sanctioned by the Board should be reported to the Trustees.

17

(9) Copies of the minutes of each meeting will be submitted to Government not later than ten days after the date of such meeting. Portions of the Proceedings relating to matters of general public interest, if any, will be published in the Mysore Gazette, as per Government Order No.L.2280-1/L1 16-25-9 dated the 27th September 1926.

(10) In addition to the minute book, an index of important decisions of the Board must be maintained

(11) Separate minute books should be maintained for each subcommittee.

Chapter II.

The Chairman.

Summary of statutory provisions

(12) By Section 12 of the Regulation, the Chairman is required to attend every meeting of the Board, to carry into effect its resolutions, to conduct the Board's correspondence, to exercise supervision over the acts of all officers and servants of the Board and to furnish to Government copies of the minutes of the Board's Proceedings and any other information which may be called for. Under Section 10 the Chairman may enter into any contract or agreement on behalf of the Board provided the value or amount thereof does not exceed Rs 1,000. By Section 35 the power of appointing or punishing officers and servants of the Board whose salary does not exceed Rs 100 is ordinarily vested in the Chairman

(13) The Chairman is authorised:-

(i) to sell sites and bits of land belonging to the Board at rates approved by the Board for each locality

(ii) to grant house building materials free of charge to owners whose properties are acquired and demolished

(iii) to sell the moveable properties belonging to the Board at their booked value, if any, or at such upset prices as may be fixed by him.

(iv) to lease the usufruct of trees and other revenue yielding properties for a period not exceeding one year.

(v) to write off interest not exceeding Rs 20 in any case on amounts due to the Trust Board on account of loans, sales of land etc.

Chapter III.

Officers and servants.

Summary of statutory provisions

~~(34)~~. The Board shall from time to time submit for sanction of Government a schedule of establishment

~~(35)~~. The Board may employ any temporary and petty establishment required for the collection of dues and for the supervision of their properties as per Section 27 (2) (a) & (b).

~~(36)~~ The power of appointing, punishing etc., shall be exercised by the Chairman in the case of officials whose pay does not exceed Rs. 100 a month. The power of dispensing with the services or retiring such officials shall be exercised by the Board Government officers lent to the Board shall be subject to the provisions of the Mysore Service Regulations.

~~(37)~~ 13 The temporary officials of the Board will have the same privileges and will be subject to the same liabilities under the Mysore Service Regulations as persons employed directly under Government under similar conditions of service. The grant of gratuity

deem necessary, apply to Government for sanction to the scheme

Law 16 (~~23~~) On receipt of sanction of Government, the Chairman shall forward a declaration statement for being published in the official Gazette under the signature of the Secretary to Government.

Law 17 (~~24~~) It shall be lawful for the Board to agree with the owner of any land for the purchase of such land or any interest in it

Improvement schemes.- (25) All improvement schemes will be classified under one of the following heads:-

1 Sewerage and drainage schemes
2 City Extensions
3 Road schemes
4 Layout schemes by Blocks
5 Housing schemes

(26) Sewerage and drainage schemes will be grouped according to Drainage areas and include all works to be done in each drainage area for the efficient disposal of sewage as well as storm water

(27) City Extensions schemes provide for the layout of roads, and conservancy lanes and provision of drains within the Extension Water supply and lighting will ordinarily be provided for by the Municipality, and need not be taken up by the Board in future

(28) Under road schemes, are to be included projects for widening, straightening, providing with footpaths or otherwise improving important roads in the City which lie in more than one Block

(29) Removal of congestion, provision of vacant

spaces, opening of conservancy lanes and other improvements relating exclusively to a particular block will constitute the fourth category.

(80) All proposals to build houses by the direct agency of the Board will be styled Housing schemes.

Progress register of schemes

(81) The progress of works under the different schemes will be recorded in separate registers prescribed for the purpose. When any new work is decided upon, it should be simultaneously entered in the scheme register and in the corresponding Key plan.

Works handed over to Municipality for maintenance.

(82) The sewerage system of the City so far laid out, including house connections, the Sewage farm and the marginally noted Extensions of the City will be considered to have been transferred to the Municipal Council for maintenance

1 Weavers Lines.
2. Doddabelagere.
3. Lakshmipuram.
4 Chamundi Extension.
5 Idga.
6. Jalapuri.

Maintenance of works

(83) The grounds and roads in the fort as well as the roads in the Extensions still under the control of the Municipality should be maintained by the Trust Board until the improvements are completed.

Acquisition of properties

(84) All properties notified for acquisition under a sanctioned scheme as well as any properties which the Board may decide to acquire by mutual agreement should be entered in the list of notified properties quoting the authority in each case.

(85) A set of Block plans should be maintained showing all such properties in red hatched lines.

(26) When the acquisition proceedings are completed or withdrawn, the register of Notifications and the Key Plans of notified properties should be simultaneously corrected giving the requisite references

(27) The properties for which acquisition proceedings have to be actively pursued will be decided by the Chairman in accordance with the budget programme as revised from time to time by the Board and with reference to the Funds available

28 When a case of land acquisition is taken up the Sub-Overseer concerned should under the instructions of the Engineer furnish an accurate sketch showing the measurements and boundaries of the property and an estimate of its value A report giving full data on which the valuation is based should at the same time be furnished For this purpose, information relating to prices for which the property in question or other properties of like nature in the locality have changed hands should be collected by local enquiry and by reference to the books of the Registration Departments

(29) After the estimate is approved by the Chairman, a work order will be put up and the case entered in the register of notices, and further action taken in accordance with the Land Acquisition Regulation.

(30) The enquiry will be held by the Chairman himself or by the Special Acquisition Officer, if there be one, as the Chairman may decide in each case

Note - Under Government Order No 2158/L P 75-03 dated 6th December 1903, the Chairman is Ex-officio appointed to perform the functions of a Deputy Commissioner in respect of properties notified for acquisition by the Board.

(31) In regard to notices under Section 16)(1) care should be taken by reference to the Registration Department and the Municipal Registers that all persons

known to be interested in any manner in the property are apprised of the proceedings.

(42) The statement of parties should be taken in the immediate presence of the officer conducting the inquiry. The parties should be asked to sign the sketch of the property, in token of their accepting the correctness of its measurements, and if they agree to the valuation, the estimate of cost also should be got signed by them.

(43) With each case an order sheet should be put up for recording the progress of the inquiry, the date/s or dates to which it might be adjourned for hearing and the names of parties examined or documents produced on each date of hearing. An abstract of the claim petitions received in respect of the property should also be given on the order sheet.

(44) As soon as the award is passed, notice of such award should be issued at once to all the interested persons not present at the time of making the award.

(45) Unless a reference to the Civil Court is desired under Section 18 of the Land Acquisition Regulation the amount awarded will be paid to the parties concerned or deposited in the Civil Court under Section 30 of the Land Acquisition Regulation or placed in Revenue Deposit.

(46) Before making payment, possession of the property must as a rule be taken, and a certificate made to that effect on the award by the sub-overseer in-charge.

(47) The materials of the houses will, as a rule be sold intact, subject to their removal at the cost of

the purchaser, and subject also to his levelling the grounds The sale will be by auction, unless the Chairman decides to sell the materials to the previous owner or other person interested in the property at an upset price equivalent to 10 % of the total compensation awarded.

(39) If it is ordered that a house on acquisition shall be demolished departmentally, an inventory of the materials shall be made and recorded in the presence of the Trust Board Engineer. The materials so obtained shall be sold at upset price or in auction at the discretion of the Chairman.

(40) At the close of every month, a list of awarded properties for which compensation has been paid during the month should be forwarded to the Sub-Registrar for record in his office as required by article 421 of the Mysore Revenue Manual, Volume I.

(60) As soon as an award is passed for a property, it must be entered in the printed compensation award register and when possession is taken, and payment made, the property shall also be brought on the Trust Property Register.

(61) Claim petitions received in respect of properties appearing in the Notice Register should be entered immediately on Rent-Roll on receipt against the property concerned. If sufficient particulars for the identification of the property are not furnished in the petition, orders must be obtained to return the same for necessary information.

26

6 of Government order No.221-S/M1.51-14-23 dated the 18th July 1915

(e)Contribution works on behalf of other Government Departments or private persons

(56) No work shall be executed without an estimate duly sanctioned by the Board or the Government, and every such estimate will be embodied in the Register of Schemes referred to in Chapter IV

(57) According to Government Order No.L 7790-1/M1 3-24-25 dated the 1st May 1925, the Board is empowered to sanction works, the estimates for which do not exceed Rs 1,000 in each case All other works require the sanction of Government.

(58) In the case of contribution works establishment and tools and plant charges at 10½ per cent must be levied But, with regard to such works as relate to sewerage, the establishment, tools and plant charges may be waived with the sanction of the Board

(59) Plans exhibiting the details of design and a report explaining the nature of work must invariably accompany every estimate and be filed together in the Drawing branch in the order of sanction.

Estimates to be embodied in scheme register

(60) All estimates will be entered in the Register of estimates and sanction or other orders noted against each. The Register must be verified once a month and attested by the Senior official of the Section.

(61) The construction works of the Board are supervised by the Engineer, assisted by Sub-Overseers, subject to the general control of the Chairman No work should be taken up without a work order signed by the

27

Chairman who will before doing so satisfy himself that the work has been duly sanctioned and necessary appropriation is available in the budget. In urgent cases the execution of works not costing more than Rs. 1,000 individually may be authorised by the Chairman pending sanction of the Board

(68) Works estimated to cost more than Rs 500 will ordinarily be executed by contract, which shall be settled after calling for tenders.

(69) The Chairman may on behalf of the Board enter into any contract or agreement the value of which does not exceed Rs.1,000

Sec 10

(64) All other contracts below Rs 10,000 shall require the previous approval of the Board and shall be entered into in the manner prescribed in Section 10 (2) of the City of Mysore Improvement Regulation

(65) Contracts or agreement the value or amount of which is Rs.10,000 or above, will require approval of the Board and the sanction of Government. On receipt of sanction, the contract or agreement shall be entered into as per Section 10 (2) of the City of Mysore Improvement Regulation(vide also Rule framed under Section 38 of the Trust Board Regulation in Government Order No.2893/ML.(116-05)-2 dated the 4th September 1905, reproduced below:-

With a view to secure adequately the control of Government over the contracts entered into by the Board of Trustees for the improvement of the City of Mysore, the Government are pleased to prescribe the following Rule under section 38 of Regulation III of 1903.

" In every case in which the Board may resolve on entering into a contract or agreement under Section 10(2) of the Regulation the value or amount of which is Rs.10,000/- or above, the Chairman shall submit the proceedings of the Board, with a special report of the facts involved, to Government for their sanction. No grant or agreement in such cases shall be executed in the absence of the previous sanction of Government "

(66) Every contract shall contain an approved rate list, and shall be filed together in safe custody, till the contract is finally settled.

(67) In petty cases of an emergent nature, the work may be carried out by casual labour, at the discretion of the Chairman.

(68) By the 20th of every month, if not earlier, measurements of all works in progress, shall be recorded by the sub-overseer in-charge in the respective measurement books, and submitted to the Engineer for check

(69) As soon as the measurements are checked, bills in duplicate will be prepared, contractor's signature obtained thereto and passed on with the Engineer's approval to the Accounts Section not later than the 25th of the month, to enable payment being made before the close of the month.

(70) Immediately on receipt of the bills in the office, they will be entered in the Register of bills, and postings made in it as bills are paid.

(71) Before passing for payment, the bills must be checked with reference to the estimates, measurement books, approved rate lists and conditions of contract, if any, and certificates of check and verification made on the bills by the Chief Accountant.

(72) As bills are ready for payment, they must be posted in the "O" Registers and the initials of the officer obtained against each item

(73) Every order for payment shall be passed by the Chairman, and thereafter payment shall be made by cheque or in cash, as the case may be, after obtaining receipts in due form.

(74) When the amounts of bills are not paid in full, the arrears remaining unpaid will be brought on the contractor's ledger, needful entry being also made in the " O " register.

Chapter VI

Immovable property.

Lands belonging to Trust Board

(75) All lands acquired by and all Municipal lands lying in the areas under the operations of the Trust Board vest in the Board.

Lands reserved.

(76) Lands reserved for special purposes will be noted in the respective Block plans and site registers, and shall not be disposed of without the express sanction of the Board.

Value of sites and bits of land available for sale.

17 (??) Sites and bits of land available for building purposes will be sold at the following rates per square yard and any deviation will require the previous approval of the Board:-

Area.	Blocks No	Rate for sites & bits of land.
Mandi & Lashkar	16,17 18,19 20,21 22,29 30	8 annas to 1 Re.
Do. Travellers Bungalow road		1 Re
Mandi	10,11 12,7, 8,4,5 1 & 3	1 Re
Lashkar	13,23, 24,25, 26,27, 9,6.	12 annas to 1 Re.
Arohgate & Travellers Bungalow road.		1 Re
Lashkar Mohalla	2 and 28	12 annas to 1 Re
Do	32,34, 35,33	1 Re to 2 Rs
Devaraj	32,45, 46,47, 48,49, 50,51, 52,54, 56,57	1 Re to 1-8-0 Rs.
Krishnaraja.	55,59A,B,60, 62,65, 64,67, 68,69A 69B,77 78,79, 80-82 83,85	1 Re

Passed 31

Chamaraj	61,87	1 Re
Do Lakshmipuram	92,93,94	1 Re
Doddaholagere		4 annas.
Chamundi Extension	11&10	2 annas to 4 annas
Do	9	4 annas to 8 annas
Do	7,8,6,4	8 annas
Bakshi Basappaji Urs Garden Extension		8 annas
Naserabad	36,37, 38,41, 42,43	1 Re
Do Ittigegud	39,40, 70,71	1 Re
Jalapuri Extension		2 to 4 annas.
Narasimharaja Mohalla		2 to 4 annas
Do shop sites		8 annas
Idga Extension		4 annas to Re 1
Vanivilasa Mohalla	Sites Nos - 1,2,5,6,7,8, in Bl I and 1 to 11 in Bl II	12 annas
Do	Sites Nos 11, 12,13,14 & 15 in Bl I	8 annas
Do	All other sites	6 annas
Sayyaji Rao road		Rs 1½ up to 3
Doddapet road		Rs 1½ to 4
Railway Station road		Re 1 to 2
Chamaraj road		Rs 2 to 3

Chairman

Conditions of sale of sites.

(68) The sale of sites will be subject to the rules prescribed in Government Order No 6066-S/Ml.127-18 s dated the 31st December 1918. vide appendix B.

(69) Before the sale is actually effected, a sutchalika in the form approved by Government in their order No.1267-S/Ml.330-18-6 dated 16th August 1918 must be taken from the purchaser, and filed with the sale papers

(70) Sales, exchanges, resumption or other transactions relating to sites shall be immediately noted on the Sale Register and the endorsement of the transaction by Engineer

(71) Any special conditions subject to which sites or bits of land might be sold should be embodied in the sutchalika and noted in the site registers.

Title deeds and their registration.

(72) When the conditions of the sutchalikas are satisfactorily complied with, title deeds might be issued in respect of the sites or bits concerned, and if desired by the purchaser. They may be got registered at the expense of the purchaser.

Trust property plans & registers.

(73) All available sites and bits of land will be marked on the mounted property plans and brought up to date on the 1st of January of each year by the Sub-Overseers concerned. Corresponding entries will be made in the site registers from time to time, and all alterations recorded under the initials of the Chairman or the Engineer.

Houses.

(74) The houses built by the Board are of two kinds (1) Local houses built from Trust Board funds prior to 1st July 1926 and (2) Houses for the poor built from the Palace building fund and thereafter to building fund. Since that date the interest of the former class of houses will be subject to the following

36

conditions contained in Government orders Nos.2543-5/Al.34-16-129 dated the 9th November 1917, L 6578-9/Al.157-21-7 dated the 10th May 1922 and L.2211-12/Al 89-25-2 dated the 31st September 1925 vide appendicies C D & E).

H2W J

(1) That the houses be sold only to persons who own no houses.

(2) That the purchasers should pay at least half the cost in advance, but in the case of houses built in Narasimharaja Mohalla, ¼ of the cost might be received in advance.

(3) That the balance be paid in 48 equal monthly instalments with interest at 8 ½ per annum on the balance outstanding. In exceptional and deserving cases, the period for the payment of the balance may be extended to 6 years.

(4) That in disposing of the houses, preference will be given to people displaced by the operations of the Trust Board.

74 (5) When only part value of the house is paid, a mortgage deed in respect of the balance amount shall be executed by the purchaser, and registered, before the possession of the house is transferred.

75 (6) In the case of houses built for the poor, since 1st July 1926 their disposal will be subject to the following conditions prescribed in Government Order No.L 289-91/Al.16-26-2 dated the 15th July 1927) vide annexure F.

314

(1) The price of each house will be fixed with reference to the actual cost of building it and no charge will ordinarily be made for the value of sites.

(2) At least one half of the price will be recovered in advance from the purchaser, and the balance in instalments, which may be spread over two years in ordinary cases and six years in exceptional circumstances

(3) Interest will be charged at the rate of 3 % per annum on the balance of purchase money outstanding at the end of each month, but in deserving cases, payment of interest may be waived.

(4) The houses may be sold only to the residents of the City, who do not possess houses of their own, preference being given to people dishoused by the acquisition of their properties for City Improvement and other public purposes.

(5) Not more than one house will, as a rule, be given to members of the same family living together

(6) Kutchalikas in a suitable form will be taken from purchasers.

Lease of lands trees etc.

(76) 88. All revenue yielding properties including individual trees will be entered in the prescribed

register, and leased out from year to year generally. ~~The lease will be from July to June.~~ The Avenue Inspector will be in charge of these trees.

Chapter VII.

Movable properties.

77 (87) The movable properties of the Board consist of the following-

1. Tools and plant, including tree guards and furniture.
2. Stock articles for construction purposes.
3. Surplus and unserviceable articles

78 (88) A separate register will be kept for each class of articles. The transactions relating to them must be entered in the register of daily receipts and issues, and an abstract prepared once a month The figures must be verified in office with the registers and a certificate made to that effect every month.

79 (89) The tree-guards in charge of the Avenue Inspector must also be included in the tools and plant register and accounted for

80 (90) The limit of stock articles is Rs.50,000 and must not be exceeded.

81 (92) A nominal value should invariably be fixed, ~~with orders~~, for all surplus and unserviceable articles, and ~~unless they are likely to be useful for Trust Board works~~ They should be disposed of from time to time by auction or otherwise as the Chairman may decide.

When any articles from the Trust Board Stores are sold to private parties or contractors, the value to be charged will ordinarily be the book value with the addition of 10½ % of the same to cover cost of handling and supervision. No such charge need be levied on earthenware pipes issued for Trust Board works or to private people for house connections.

(~~99~~ 100) All articles will be counted by the Engineer once every half year, and returns sent to the Comptroller with certificates of counting.

(~~99~~ 101) The following registers must be maintained by the Store-keeper-

1. Register of daily receipts & issues.
2. A form register
3. Register of tools and plant.
4. Materials account.
5. Register of surplus articles
6. Register of orders placed for the supply of materials and articles.
7. Order book for purchases.

Chapter VIII.

- Finances -

Summary of statutory provisions.

(~~100~~ 102) Rents, profits, sale proceeds, and all realisations will be credited to the "City of Mysore Improvement Fund". There shall also be credited to the said Fund (1) Grants from Government, and (2) Municipal contributions. The funds will be applied for payment of charges incidental to the carrying out of the purposes of the Regulation. An estimate of

of receipts and expenditure shall be placed before the Board at a special meeting not later than 1st May of each year and submitted to Government for sanction. No sum shall be expended unless included in an estimate finally approved by Government. The accounts of the Board shall be audited by the Comptroller and placed before Government

(95) To "the City of Mysore Improvement fund" shall also be credited the donations from His Highness the Maharaja and His Highness the Yuvaraja for the construction of Poor Houses The donations will be accounted for under two different heads in the cash book, "the Palace building fund" & " the Narasimha -raja Building fund " All realisations from the sale of model and experimental houses will be credited to the latter Fund

(96) The aforesaid Building funds will be administered in accordance with the instructions conveyed by the Comptroller with his letter No 353 T&D I dated 3rd September 1926, copy of which is appended to this chapter vide appendix O . Payments from the City of Mysore Improvement Fund will be made only under the orders of the Chairman in writing.

(97) Payments not exceeding Rs.10 may be made in cash. All other payments shall invariably be made by cheques on the Mysore District Treasury. No amount must be received or credited without a challan, duly passed, after making necessary entries in account books.

38

(97) All transactions will be entered then and there in the Cash book, and the same will be checked and initialled by the Chief Accountant and Manager every day.

(98) Cheques will be signed by the Chairman. Receipts may be signed by the Engineer.

(99) Temporary receipts may be granted by any official specially authorised by the Chairman to collect rents or other dues payable to the Trust Board But such receipts should be recalled and replaced by pucca receipts within 15 days of their issue

-:: Office organization & procedure ::-

(100) The following sections constitute the Trust Board establishment:-

I. Executive Staff.
II Office establishment.

1. Correspondence Section.
2 Property Section.
3 Cash and general accounts.
4. Works accounts.
5. Drawing Section
6 Stores.

(101) The Executive Staff and office sections 4,5, & 6 will be under the immediate control of the Engineer subject to the general superintendence of Chairman. The Property Section may be placed under a Revenue Officer when one is appointed. The other Sections will work directly under the Chairman but, intermediate correspondence, issue of reminders and notices, grant of receipts and other routine work will be disposed by the Engineer "for Chairman" .

(102) The following classes of business will invariably be dealt with by the Chairman--

(a) Correspondence with the Government and the Palace;

(b) Orders for payment and issue of cheques;

(c) Daily scrutiny of the cash book.

(d) Subjects going before the Board.

(e) Recording of evidence, issue of notices & all other works in connection with cases of land acquisition.

(f) Disposal of properties, movable and immovable, belonging to the Board.

(103) The Manager will be responsible for efficiency of work in all sections of the office, but subject to his control, the detailed scrutiny of business in the Correspondence and Property sections is entrusted to the Land Accountant.

(104) Sections dealing with correspondence should note the following instructions-

(a) Papers sent to them should be put up with references, if any, within 8 days of the receipt of the paper in the office. If delay is anticipated, an interim acknowledgment should be sent and extension of time obtained in writing for the final submission of the paper from the officer in charge of the section.

(b) Papers on which a decision is passed by the officer concerned should be resubmitted with draft within 8 days of passing such decision.

(c) No petition or other paper should be "filed".

unless a reply has already been sent, or is obviously unnecessary. The order for filing a paper should be invariably approved by the Chairman.

(d) Petitions referred for report to outdoor subordinates must be got back within the specified time if any, or in 15 days, in any case. If delayed beyond that period, the report should be accompanied by an explanation for the delay.

(e) Every month, each official should send a list of business pending with him, through the Head Accountant and Manager who will consolidate and submit the same to the Chairman in Form, as per appendix F

(f) Once every half year, or at shorter intervals if necessary, each section will produce before the officers incharge, all disposed of papers, arranged according to the prescribed schedule of classification and after obtaining orders for the destruction of papers of ephemeral importance will send the rest to the Record room Papers thus sent will be entered in a register, in which the Record-keeper's acknowledgment will be taken.

Note - Registers and accounts required for frequent reference may be kept in the disposing section for the complete official year following the year to which they relate.

-: Correspondence Section :-

95
(106) The business of this section will comprise-

(a) Registering inward and outward correspondence

(b) Drafting replies to correspondence other than that relating to accounts and property sections.

(c) Typing and faircopying.

(d) Maintenance of all office records

(e) Work connected with meetings of the Board and Sub-Committees

Registration of papers

(96) All correspondence received in or sent out of the office, including correspondence with the Municipality, should be entered in the "From & To registers

(97) Papers received in the office will, after perusal by the Chairman and Engineer, be sent to the clerks concerned for necessary action, after obtaining their initials in the register in token of acknowledgment.

Typing and faircopying.

(98) When there is congestion of work, the matter should be brought to the notice of the Chairman but no case should be delayed for fair copying and despatch for more than two days.

(99) A spare copy of every letter or note which is sent for typing should be kept in a chronological file for reference.

48

" A report on the state of the records in the office record-room should be presented to the Board by the Chairman in July of every year. The report should contain the following particulars:-

(1) the state of the Library, whether the Regulations, Rules etc., are corrected up to date;

(2) whether the record room is in good repair protected from dampness and the roof is not leaky and whether it is kept clean and secure from entry from outside and sufficiently lighted;

(3) whether the records are properly indexed and preserved;

(4) whether the useless records have been destroyed during the year; "

-Board meetings-

(~~112~~ 101) For instructions vide chapter I of the Manual

(~~113~~ 102) Subjects referred to the Board should be entered as they arise in a rough agenda book A continuous index will be maintained of Board's resolutions other than those of a purely ephemeral nature.

(~~114~~ 103) Timely action must be taken for the reconstitution of the Board at appointed intervals and also to fill up casual vacancies that may arise from time to time.

(106) The following is a list of the registers to be maintained in this Section.-

-Board proceedings-

1. Minute book.
2. Index register of Resolutions.
3. Register of papers sent to Records.

-Correspondence registers-

1. "From" & "To" registers.
2. Refer book
3. Register of covers posted.
4. Peon delivery book.
5. Register of postage stamps.
6. Monthly unanswered reference list.

-Record room registers-

1. Register of papers received in the record room.
2. Index register of "A" records.
3. Do "B" and "C" Do
4. Register of B & C records destroyed.
5. List of contents of each shelf or compartment.
6. Issue register.
7. Register of applications for search or grant of copies.
8. Stock register of Forms.

(107) The periodical returns to be sent by this Section are the following-

1. Administration report- Annual- before 30th September
2. Un-answered reference list - monthly- before 5th with individual work registers of clerks and outdoor subordinates.

-:Property Section:-

(108) The subjects dealt with in this Section are:

(a) Acquisition of properties by compulsory methods or by mutual agreement.

(b) Record of trust property.

(c) Disposal of sites, bits of land, model

houses, and usufruct of trees standing on Trust Board land.

(d) Encroachment on Trust Board property

(e) Recovery of Board's dues on items noted in clause (c)

(~~118~~ 109) For instructions regarding the acquisition of properties vide disposal of Sites, the Chapters IV and VI "~~Acquisition of properties~~"

(119) Record of Trust properties and their disposal will be pursued as per instructions contained in Chapter VI under Immovable property'

(~~120~~ 110) Encroachments on Trust property should be reported by the Sub-Overseers incharge, as soon as they are detected for suitable action being taken

(~~121~~ 111) The recovery of Trust Board dues will be effected ~~as per~~ under Section 45 of the City Improvement Regulation

(112) As a rule small sums due to the Board will be collected by the issue of warrants for the distraint of moveables and where the sums are large and cannot be realised by the sale of the moveables or when the claim of the Board is contested by the parties concerned, references will be made to the Deputy Commissioner for the recovery of the sums.

(113) The registers and ~~periodicals~~ to be maintained in this section are as follows:-

(1) Acquisition

(a) Compensation register
(b) Award register
(c) Claim register
(d) Index register of claim petitions
(e) Compilation of properties notified and withdrawn

46

(f) Rules issued under the Land Acquisition Regulation

(g) Monthly award statements

(h) Annual statements for the Administration Report.

(2) Regard & disposal of Trust Property

(1) Trust property registers
(2) Register of disposal of properties Acquired
(3) Suspense register including encroachmen cases

(3) Recovery of Board's dues

(a) Loan ledgers
(b) Sites and bits ledgers
(c) Model and other Trust house ledgers
(d) Monthly statement of sites and bits sold and resumed

(e) Monthly statement of interests below Rs 20 written off.

(f) Half yearly statements of outstandings

(g) Annual statements for the Administration Report

(~~124~~ 114) Before the 5th of each month lists of papers pending with each official should be submitted

-Cash & general accounts-

(~~125~~ 115) The classes of works that are to be attended to in this section are-

1 Custody of cash,
2 Custody of valuables & securities,
3 Budget estimates,
4. Monthly and annual accounts,
5 Audit reports
6. All payments e.g. salaries, allowances work bills, pensions, contingent expenditure
7 Recovery of contributions due from Government or other agencies.
8. Adjustment of loans, deposits and value of materials
9 Establishment questions e g appointment leave etc

47

(116) The following is the list of registers and periodicals to be maintained in this Section

Cash accounts.	Compilation	Miscellaneous.
1. Cash book	1. Adjustment book.	1. Acquittance rolls
2. Treasury Pass book	2. Cash abstract.	2. Service books.
3. Remittance book	3. Schedule of miscellaneous advance.	3. Register of agreements
	4 Schedule of deposits.	4 Register of incumbents
	5. Write back order book.	5 Register of securities
	6. Register of expenditure.	6. Office order book for recording leave etc
	7. Work abstract	7 Leave register.
	8. Register of appropriations	8 Gradation list.
	9 Register of liabilities	9 Register of documents and other movables in safe custody
	10 Register of buildings.	10 Annual Schedule of establishment.
	11 Monthly cash account	11 Quarterly statement showing Compendium of office and out-door establishment.
	12 Monthly abstracts of receipts and expenditure	12 Half yearly statement of dismissals.

(117) For instructions regarding work bills etc., see Chapter V "Execution of works"

(118) Before the 8th of each month lists of unanswered references pending in the Section, should be submitted.

-: Works Accounts :-

(119) The business to be done in this branch relates to the recording and accounting of works, the

checking of bills and posting of "C" registers

(120) The registers to be maintained in this Section are-

1. Register of bills received.
2. Register of works
3. Register of measurement books
4. Contractor's ledger
5. Register of materials at site.

(121) Before the 5th of each month a list of bills remaining unchecked must be submitted stating also the registers not posted

- Section VI (Drawing Section) -

(122) All estimating and drawing work will be done in this section Fair copies of estimates and issue of work orders will also be attended to in this section.

(123) The registers and periodicals of this section are-

1. Register of estimates sanctioned
2. Register of original drawings.
3. Index register of improvement schemes.
   (a) Hydraulic
   (b) Drainage
   (c) General
4. Register of blue prints exposed.
5. Quarterly progress reports on works for Board.
6. Statements of estimates passed by Board, estimates submitted to Government, and those sanctioned by Government for the Administration Report.
7. Schedule of rates.

(124) The estimates relating to incomplete works must be filed in the drawing section and estimates of completed works passed on to records and acknowledgment obtained The plans must all be securely kept in the drawing section only, and the original tracings should not, as a rule, be given out for reference

(125) A list of unanswered references must be prepared and submitted before the 5th of each month

(126) It will be the duty of the Draftsman ~~the~~ to bring the City plans up-to-date once every year after obtaining needful information from the outdoor subordinates concerned

- Stores -

(127) This section will deal with the work connected with all stores including Tree guards and old building materials and surplus articles

(128) The Store-keeper will also be in-charge of stationery and the office Library

(129) The registers to be maintained in this section are-

1 Tools and plant register(A form).
2 Stock abstract book.
3. Register of surplus and dismantled materials
4. Stationery receipt and issue Register
5 Catalogue of library books
6 Register of orders placed for supply of articles.
7 Half yearly tools and plant return

(139) The unserviceable articles should be arranged to be disposed of once every half year or even oftener The catalogue of Library books must be checked once in 6 months and the result reported to the Chairman

(140) Before the 5th of each month a list of un-answered references should be submitted

Executive Section

(141) This section will consist of five Sub-Overseers, two of whom will be in-charge of Acquisition and Revenue work The territorial jurisdiction of the executive staff will be determined by the Trust Board Engineer from time to time

(142) The papers referred to the Sub-Overseers for reports must be returned with full information and sketch, wherever necessary, within 15 days. Before the 5th of each month a list of pending papers must be submitted mentioning also works to be billed for

(143) The Sub-Overseers are expected to see-

1 that the works entrusted to them are carried out in an efficient manner

2 to prepare estimates for works

3. to watch, prevent and report encroachments on or interference with Trust property

4 to keep an accurate account of the tools and plant entrusted to their charge

8. to take care of the measurement books and return the same when completed to the office

Head-

(135) The Sub-Overseers in-charge of acquisition and Revenue work will be responsible to take charge of the acquired properties before they are paid for, and to see that all Trust Board property is booked and noted on Trust property plans

(136) The instructions relating to acquisition execution and Trust Board properties (vide chapters IV, V & VI) should be carefully noted

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Appendices A B C G H, I & J are enclosed. The other appendices A B E F G will follow

Appendix B - Part I 32

Proceedings of the Government of His Highness the Maharaja of Mysore.
General and Revenue Departments

Read-

G O No 1432-8/M1 24-15-137, dated 22nd July 1918, laying down rules for the disposal of building sites in the Chamundi Extension of the Mysore City.

Read also-

Letter No 234-S.31-G 18 of 1918-19, dated 15th November 1918 from the Chairman, City Improvement Trust Board Mysore, soliciting sanction to the resolution of the Trust Board that the rules for disposal of building sites laid down in the order of 22nd July 1918, be modified as suggested below and extended to other extension or parts of the Mysore City-

(1) That the upset price be settled before allotment and
(2) that in the case of buildings estimated to cost Rs 2,000 or more a period of two years be allowed for their completion from the date of the sale of sites

Order No 8055-8/M1 127-18-2 dated 21st December 1918

The resolution of the Trust Board is sanctioned

2. The rules as now revised will be of general applicability to the Mysore City and its extensions and are detailed below-

(1) All sites will be sold in public auction In special cases, e g , for housing displaced persons of the City, they may be allotted to applicants for an upset price of not less than two annas per square yard In every such case, upset price subject to this minimum should be fixed before allotment

(2) The auction purchaser or the purchaser will, soon after the sale is concluded be required to deposit such portion of the purchase money of the site as may, to the Chairman, seem reasonable failing which the site will be resold at his risk.

(3) The balance of purchase money should be paid on or before a date to be prescribed by the Chairman in a fixed number of equal monthly instalments not exceeding 36

(4) Failure to pay any one instalment will render the party liable to pay it together with interest at 1 % per mensem along with the ensuing month's instalment.

taken p... of the ... 230-15-4

(5) All allotments of sites shall be subject to the approval of the Trust Board

(6) The purchaser should apply for a building license to the proper authority within one month from the date of execution of the Kutchalika in the form prescribed in the Government Order No 1357 -S/M1 230-15-4 dated 10th August 1915, after payment of the deposit under Rule 2 above

(7) Within three months from the date of the grant of the license the construction of the building according to the approved plan should be commenced, and the work should be completed within one year from the said date; provided, however, that in the case of buildings estimated to cost Rs 2,000 or more the period for completion may be extended to two years

(8) In the case of default of any of the forgoing rules the Trust Board shall have power to resume the

site together with any structure thereon and also to recover as a forfeiture, 25 % of the amount paid by the purchaser and to refund the balance to him.

(9) In the case of an incomplete structure being forfeited to the Trust Board under Rule 8 above, the Chairman shall also have power to sell it by auction or agreement, or otherwise use it and make over the proceeds or amount of valuation to the defaulter after deducting by way of fine 25% of the cost of the structure according to the Chairman's valuation at the time of forefeiture.

9. Nothing herein contained shall affect any action taken prior to this order in accordance with the provisions of the Mutchalika approved in Government Order No 1557-8/11. 330-15-4, dated 16th August 1916

55

Appendix- G - Para 73

Proceedings of the Government of His Highness the Maharaja of Mysore
General and Revenue Departments

Read again-

Government order No 4925-9/M1 51-14-81, dated 30th January 1917, sanctioning a scheme for the construction of model houses in the Mysore City

Read also-

(1) Correspondence ending with letter No 102-s 22-C 544-16-17 dated 1st August 1917, from the Chairman, City Improvement Trust Board, Mysore, submitting the resolution of the Board framing certain rules regulating the disposal of the above model houses and recovery of amounts due from the purchasers thereof

(2) Report on the disposal of the model houses by the Chairman, City Improvement Trust Board, received with his letter No.277, dated 21st/24th June 1917

Order No 2543-5/M1 34-16-129, dated 9th November 1917

Government consider that definite rules should be observed in regard to the disposal of the model houses constructed from the Trust Board Funds and they accordingly approve of the marginally noted rules framed by the Trust Board subject to the following

1 That the houses be sold only to persons who own no houses.
2 That the purchasers should pay at least half the cost of the houses and sites in advance
3 That they should pay the balance in four years in 48 equal monthly instalments with interest at 3 per cent per annum

further conditions -

(1) That the claims of people displaced by the acquisition of properties for the Trust Board Improvement Schemes should receive prior consideration, residents of Mysore City being preferred to non-residents

(2) Where there are more applicants than one for one and same house, the disposal should be by auction among them

56

(3) Not more than one house should be sold to one person or any member of his household either by a llotment or by auction

Appendix - G. (Para 85 96).

The following instructions are issued for keeping accounts of the Palace House Building Fund and the Narasimharaja House Building Fund

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The donations from His Highness the Maharaja and His Highness the Yuvaraja should, as they are received, be, in the first instance, credited in the cash book and then remitted to the Treasury under the head 10- Municipal and City Improvement Trust Funds (b) Mysore City Improvement Trust Fund The head of credit in the cash book will be "The Palace House Building Fund" or "The Narasimharaja House Building Fund" according to the nature of donation From July 1926, the future realisations from the sale of model houses and experimental houses should be credited to " The Narasimharaja House Building Fund"

2 Two Savings Bank accounts should be opened in the name of the Chairman Mysore City Improvement Trust Board for lodging in the Savings Bank the balances of the two Funds The balance at the credit of each fund minus the amount required for expenditure during the month should be put in the Savings Bank account before the 4th of each month by drawing a cheque and sending it to the Treasury When the expenditure from the Funds is more than the receipts in any month, money from the Savings Bank account will be withdrawn and credited to City Improvement Account so as to keep the balance in the Savings Bank accounts at a smaller figure than the balance at the credit of the Funds Donations to the Fund, as also the realisations from the sale of Model and Experimental Houses and Savings Bank interest will be credited to the Funds The sale proceeds of the houses already built out of City Improvement Fund and the

into rest if any realised under the rules will be credited to the Narasimharaja House building Fund The Pass Books should invariably be in the personal custody of the Chairman

3 Before the funds are administered by the Board, sanction to estimates for construction of houses should be communicated to this office monthly The expenditure on this account may be met from the donations collected during the month of operation and , if this be not sufficient, from the balance at credit of the Trust Fund Payments made should be charged in the Cash book to the funds concerned Any materials issued to or received from the works operated under the funds should be charged or credited to the fund The procedure now obtaining in the case of the Trust Board Works in regard to sanction to estimates execution of works record of measurements and maintenance of accounts should also be followed in respect of these works

4 From July 19 26 and onwards, the transactions of the Board may be exhibited in the account Current as in the enclosed form The receipts and expenditure on account of the funds will thus be available monthly A plus and minus memo showing the opening and closing balances should be prepared monthly and forwarded to this office (Comptroller to Govt) along with the accounts

5 The balance of the Trust Board will consist of the balance at the Treasury and the balance of the Savings Bank accounts As regards the balance in the Treasury, a certificate of undrawn balance from the Treasury Officer will be forwarded along with the accounts as hitherto Regarding the balance in the Savings Banks the Chairman should furnish at foot of the Account-Current a certificate in the following form:-

" I do hereby certify that the amount shown above

b'9

as balance in the Savings Bank agrees with the balance in the Savings Bank Pass Book in my personal custody"

6 As in the case of Model Houses(a) registers should be maintained of the houses constructed from time to time and disposals noted under the initials of the Chairman agreeably to the modified rules sanctioned in para 3 of the Government Order of 15th July 1926(b) ledgers should be opened to watch timely recoveries of instalments and interest from the purchasers

At the end of each year, the balances should be communicated to the purchasers against whom the amounts are outstanding Their acknowledgment should be filed and the receipt of such acknowledgments noted in the ledger under the initials of the Chairman

60

Appendix B. - Para 74 (e)

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-: Business pending in Office :-

1 **Correspondence Section-**

1. Board's Resolutions not yet fully carried out
2. Registers etc , not written up-to-date
3. Papers delayed for over one month, with reasons for the delay
4. Disposed of papers not sent to Records for over six months

2. **Record room**

1. Number and nature of records not sorted or indexed
2. Number of papers sent to and not received back from courts ~~etc., for over one year.~~ and other offices
3. Registers not maintained or written up-to date
4. Records issued to office, but not received back for over one month
5. Papers pending disposal for over one month with reasons for delay
6. Returns, if any, not submitted
7. Number of copy applications pending

3 **Property Section**

1. Registers not written up-to date
2. Papers pending disposal for over one month with reasons for the delay
3. Disposed of papers not sent to Records for over six months

4 Returns pending submission

5 Statement of acquisition cases in the following form-

Number of cases provided for acquisition during the current year	Acquired during the year			Of the remaining cases			
	No paid.	No awarded but not paid.	Total.	No in which enquiry is completed & is awaiting award	No in which action is being taken		No not yet handled
1	2	3	4	5	6	7	8

6. Statement showing action taken in the matter of the recovery of Trust Board dues in the following form.

Particulars.	Sites & bldg. No.	Amount. Rs As P.	Loans. No	Amount. Rs As P	Holdhouses. No	Amount Rs As P	Trust Houses No	Amount. Rs As P	Experimental Houses. No.	Amount	Collection during the month.	Amount Rs As P
1												
2 Cases in which ~~payments are as per stipulations or in which time to allowed is not exceeded~~												
3 Cases in which warrants issued.												
4 ~~Action taken for recovery~~												
4 Cases referred to Deputy Commissioner												
5 Cases ~~in which there is yet time for payment of amount~~ under correspondence												
6 Cases in which action yet to be taken;												

6

4. Cash and general Accounts-

1. Audit Reports pending disposal for over one month
2. Bills pending payment for over one week
3 Papers pending disposal for over one month with reasons for the delay
4 Registers not posted up-to date.
5 Periodical returns overdue.
6. Cases pending adjustments Deposits and advances

5 Work accounts-

1. Registers not posted up-to date
2 Bills not checked

6 Drawing Section-

1 Registers not written up-to date
2 Returns overdue
3 Estimates pending preparation or check
4 Drawings to be attended to. for plans
5 Other papers pending disposal for over one month with reasons for the delay
6 plans yet to be started and entered
7 Plans not-corrected up to 1st January preceding

7 Stores-

1 Registers not posted up-to date
2 Returns overdue
3. Firm Bills pending verification
4 Library books outstanding return
5 Other papers pending for over one month with reasons for the delay.

8 Executive Section- But door

1. Papers pending for over one month with reasons for the delay
2. Estimates to be prepared
3 Items of works to be measured and billed for, with reasons for cases pending for over one month
4 Encroachment cases noticed during the month.
5 Properties acquired, but not taken possession of

Appendix K. — para 100

Instructions for the arrangement of Records ~~(Para 100)~~

di 1 A separate shelf or space must be set apart for each department of business

2 On the front of the shelf the name of the department to which the papers therein lodged appretain, should be legibly and durably written A printed label in bold characters will answer well

3 The front and sides of the shelf in which papers of permanent value are lodged, should be fitted with wire work so as to admit the free circulation of air

4, Great care must be taken to tie the papers securely so that they cannot slip outof the bundles.

5 Each file or bundle shall be complete in itself and contain all the papers bearing on any single subject properly arranged and stitched up into a book with a thick outer cover and a facing sheet of contents

6 An alphabetical index under subject heads should be maintained of such records and it must show:-

(1) Serial number of subject;
(2) The subject heading,
(3) The subject matter by catch words with description for special indentification of the record,
(4) Date of final disposal,
(5) Number of dafter in which lodged,
(6) Its order among the papers in the daftar;
(7) Number of the shelf

7 Records chosen for preservation for definite periods should be arranged chronologically and preserved in daftars

8 These daftars should be labelled according to the date of the contents and placed in record shelves in the order of the dates of their contents.

9 Accounts,registers periodical returns, gazettes

and similar papers should as far as possible, be kept in separate daftars

10 All the record Shelves should be numbered and divided into compartments. The number of the shelf and the number of the compartment should be legibly printed thereon

11 A list in book form should be kept to show the contents of each dafter in the compartments, thus - Shelf No

Dafter No

(1)

(2)

(3)

(4)

12 When papers are taken out of the record room for reference, an entry to that effect should be made in the records issue register and a slip containing the following particulars should be substituted for every paper so removed -

The slip shall show-

1 Serial number of issue register
2 The date of the number of the paper put up.
3 The officer for whom put up
4 The date on which it is given
5 The necessity for the reference
6 The signature of the clerk taking it
7 Initials of Record-keeper

13 The person taking papers out of the record room should be held responsible for returning them as soon as possible

The records issue register will show-

1 Serial number
2 Date of receipt into records.
3 Date of issue from records.
4 Purpose for which taken.

5 Full signature of the clerk taking

6 Initials of Record-keeper or his assistant delivering

7 Date of return

8 Signature of clerk returning

9 Initials of Record-keeper or his Assistant receiving

10 Remarks

14 Records, books a nd papers chosen for destruction should be burnt in the presence of the Trust Board Engineer A register shall be kept of all such records destroyed giving briefly the substance of the papers destroyed their dates and a note of the order for destruction

15 A report on the state of the records in the district should be presented to the Board by the P Chairman in July of every year The report should contain the following particulars -

(1) the state of the Library whether the Regulations Rules etc , are corrected up-to date,

(2) Whether the record room is in good repair protected from whiteants and the roof is not leaky and whether it is kept clean and secure from entry from outside and sufficient -ly lighted,

(3) whether the records are properly indexed and preserved,

(4) whether the useless records have been destroyed during the year

New scale recently launched by govt, which will be adopted, while sending for [illegible]

Appendix A. - Para 13

City Improvement Trust Board, Mysore.

Statement showing the [illegible] establishment charges required during the year 1935-36.

Particulars.	Number of hands required.	Sanctioned scale of salary of officials	Establishment charges. Memsm.	Annum.	Total.
		Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6
Chairman.		1,200	950	11,400	11,400
1. Office establishment-					
1 Manager and Chief Accountant.	1	67-3-82	82	984	
2. Assistant Accountant.	1	30	30	360	
3. Head Clerk.	1	45-2-55	55	660	
4 Cashier.	1	50	50	600	
5. Deputy Clerk.	1	35	35	420	
6. Registration Clerk.	1	30	30	360	
7. Munshi.	1	25	25	300	
					3,684
1. Menials-					
8 Daffadar.	1	15	15	180	
9. Peons.	2	12	24	288	
10. Peon.	1	11	11	132	
11. Do.	1	10	10	120	

12. Steepers	1	18	18	180	
	1	[illegible]			840
3 Revenue & Acquisition-	1				
13 Compensation Accountant	1	45	45	540	
14. Loan Accountant	1	40	40	480	
15. Loan Clerk.	1	20-1-25	23	276	1,296
4. Out-door Establishment.					
16. Sub-Overseer	1	35- 5/2 - 60	60 plus 10	1 080	
17. Do.	1	Do	60 plus 10	840	920
5 Construction and Engineering-					
18 Assistant Engineer	1	½ of 400 per month for 6 months and ½ of Rs 425 per month for 4 months plus s 100 per mensem		3,650	3,650
19 SubOverseer.	1	35- 5/2 - 60	72 plus 10	984	
20. Do	1	Do	45 plus 10	660	
21. Do	1	Do	70 plus 10	960	
22. Do	1	Do	45 plus 10	660	
					3,264
6 Engineer's office establishment-					
23 Head Accountant	1	55-4-77	77	924	
24 Store-keeper.	1	30plus 10	30 plus 10	480	
25 Clerk	1	30	30	360	
26 Mutsaddy	1	25	25	300	
					2 064

7. Drawing Section-					
27. Head Draftsman	1	35-5-32	80	960	
28 Assistant Draftsman.	1	25-3-30	41	492	
29 Tracer	1	25-1-30	30	360	
					812
8. Menials-					
30 Peon.	1	13	13	156	
31 Do	1	12	12	144	
32. Do	1	11	11	132	
33 Do	2	11	22	264	
					696
34 Contributed to Garden Department.				354	
35 Travelling Allowances		..	..	200	
36 Contingencies		.	.	900	
37 Leave allowances payable.				300	
					1,754
9. Non-schedule establishment-					
38 Revenue Accountant.	1	55	55	660	
39. Record-keeper.	1	40	40	480	
40. Notice Server.	1	15	15	180	
					1,320
				Grand total	35,700

89

Appendix 'B' - Para 7. 69

Proceedings of the Government of His Highness the Maharaja of Mysore.

—

Read. -

Letter No 80 dated 20th March 1928 from the Chairman Mysore City Improvement Trust Board, requesting in modification of Government Order No 14289-98/M1 117-18-3 dated 9th September 1919 sanction to the sale of cottage sites in the first stage of the Narasimharaja Mohalla by allotment at 8 annas a square yard and to the recovery of the value of model houses and house sites in the Extension in instalments subject to the conditions noted below -

(1) a The value of the houses allotted to persons to be displaced from Mandi and Lashkar Mohallas to be recovered on the hire purchase system after deducting from the cost of the houses the amount awarded for the old houses to be acquired, the balance, if any, being recovered in not more than 120 monthly equal instalments according to the circumstances of each case

b 25 per cent of the value of houses allotted to other persons to be paid within 15 days from the date of allotment, and the balance in not more than 46 equal monthly instalments

(2) a 25 per cent of the value of the site allotted to any person to be paid within 15 days from the date of allotment, and the balance either in instalments or in a lump sum within three months thereafter

b A mutchalika in the prescribed form to be executed by the allottee of the site within 15 days from the date of intimation of allotment

70

- Plans and estimates of the proposed building to be submitted to the Chairman within one month from the date of allotment

Sept-

- Building operations to be commenced within three months from the date of grant of license,

- In default of any of these conditions, the site be resumed unconditionally and 25 per cent of the amount paid to be forfeited

—

Order No D.6578-9/Mis. 157-51-7 dated Bangalore, the 10th May 1952

S a n c t i o n e d

Sd. D C Subbarayappa,
For Secretary to Government, Rev Deptm.

Appendix. E - Kan 73

Proceedings of the Government of His Highness the Maharaja of Mysore.

Proceedings

Read-

Government order No L 6878-9/Al 157-21-7 dated 10th May 1923 directing that 25 % of the value of Model houses in Narasimharaja Mohalla sold to persons other than those displaced from Mandi and Lashkar Mohallas be paid within 15 days from date of allotment and the balance in not more than 48 monthly instalments

2 Letter No 156 dated 3rd August 1925, from the Chairman City Improvement Trust Board, requesting sanction to the Resolution of the Board to extend the said period of four years for payment to six years.

Order No.L.2211-13/Al.89-25- 2 dated Bangalore, 21st September 1925

As it is reported that the purchasers of these houses belong to middle classes and their means do not permit the instalments being paid regularly, the resolution of the Board is sanctioned.

"Copy"

72

Appendix F. - Para 75

Proceedings of the Government of His Highness the Maharaja of Mysore

Read:-

Correspondence ending with letter No.6 dated 3rd July 1926, from the Chairman, City Improvement Trust Board, Mysore, submitting proposals for utilising the donations graciously offerred by His Highness the Maharaja and His Highness the Yuvaraja, for the construction of dwelling houses suitable for the poorer classes

Order No L 389-91-Ml 18-26-2 dated, Bangalore, the 18th July 1926

—

The donations from His Highness the Maharaja and His Highness the Yuvaraja will as they are received be credited to Government in the State accounts and contributions from Government equal to the amounts so received will be credited to the Mysore City Improvement Trust Board in addition to the usual contribution provided for in the Budget These additional contributions will in the accounts of the Trust Board be credited under two separate subsidiary heads called respectively "the Palace House building Fund" & "the Narasimharaja House Building Fund The future realisations from the sale of houses already constructed by the Trust Board will be credited to the latter fund

2 Both the above funds will be set apart for providing housing accommodation for the poor on easy terms. The types of houses to be built, the selection of localities for their construction and the allotment of the houses will be settled by the Board, from time to time, after consulting the Palace authorities or the Private Secretary to His Highness the Yuvaraja, as the case may be

3 In disposing of and receiving the value of the houses to be built out of the two funds constituted by this order, the rules prescribed in Government order No 2543-8/Ml.34-16-189 dated 9th November 1917 and subsequent Government orders for regulating the disposal of model houses will be observed with the following

7B

modifications which are sanctioned in order to meet the requirements of the poorer classes:-

(i) The price of each house will be fixed with reference to the actual cost of building it and no charge will ordinarily be made for the value of the site

(ii) At least, one half of the price will be recovered in advance from the purchaser and the balance in instalments, which may be spread over two years in ordinary cases and six years in exceptional circumstances.

(iii) Interest will be charged at the rate of 3 % per annum on the balance of purchase money outstanding at the end of each month, but in deserving cases payment of interest may be waived

(iv) The houses may be sold only to residents of the City who do not possess houses of their own, preference being given to people dishoused by the acquisition of their properties for City Improvement and other public purposes.

(v) Not more than one house will as a rule be given to members of the same family living together.

(vi) Mutchalikas in a suitable form will be taken from purchasers.

4 The sale proceeds of the houses built out of each fund and the interest if any realised under the rules will be credi-ted to the Fund concerned. The balance at the credit of each fund may be invested in the Government Savings Bank and the interest realised will also be credited to the fund The receipts and expenditure as well as the balance available in respect of each fund will be shown in the monthly accounts of the Board in such form as may be settled by the Comptroller in consultation with the Chairman of the Board.

(Sd) J K Somasekara Aiyar
for Secy to Govt
L & A Dept

Appendix 'Y' — Item 1076

LIST OF RECORDS OF THE OFFICE OF THE CHAIRMAN, MYSORE CITY IMPROVEMENT TRUST BOARD (ENCLOSURE TO G O No 570/E.A G 20 8 OF THE 21ST NOVEMBER, 1917)

A To be preserved permanently

Serial No.	Nature of papers.	Remarks
1	Papers relating to the constitution of the Trust Board.	
2	The Trust Board Regulations and Bye-laws thereunder	
3	All important orders of Government affecting the Trust Board and its working.	
4	Papers relating to appointment, promotions and retirements, etc. of executive staff	
5	Papers relating to establishments.	
6	Circular orders of permanent interest issued by the Chairman	
7	Comptroller's audit and departmental circulars.	
8	Improvement schemes made by the Board	
9	Mutchalikas or agreements from parties enjoying trust lands or buildings given free or under specific conditions and other important papers connected therewith	
10	Papers relating to committees appointed by the Board and delegation of powers and duties to them	
11	Important papers relating to revenue and expenditure.	
12	Papers relating to disputes regarding wells and other rights of permanent nature.	
13	Papers relating to changes in the names of purchasers of trust properties.	
14	Records of hidden treasure found and disposed of.	
15	Records relating to encroachments on streets.	
16	Correspondence relating to suits by or against Trust Board officers.	
17	Papers relating to compromises made by the Board in respect of claims or demand arising out of any contract entered into by them or in respect of any action or suit instituted by or against them.	
18	Important papers relating to acquisition and works.	
19	Adjustment books.	
20	Measurement books.	
21	Register of liabilities of the Board on account of land acquired supplied obtained etc.	
22	Acquittance rolls.	
23	Cash book.	
24	Treasury remittance book.	
25	Register of properties acquired	
26	Register of claims with index.	
27	Register of amounts placed under revenue deposits.	
28	Register of properties demolished	
29	Register of amounts placed under Judicial deposits.	
30	Ledger of outstanding balances of loans.	
31	Ledger of outstanding balances on account of other items.	
32	Register of free grants of lands and conditional sales of immoveable properties.	
33	Register of sites reserved for public purposes.	
34	Register of title-deeds issued and of transfer of occupancies and other changes therein.	
35	Stock register of immoveable properties of the Trust Board	
36	Sale register of immoveable properties.	
37	List of office furniture.	
38	Register of stock articles.	
39	Service registers	To be preserved until claimed by officials themselves or 3 years after their retirement or discharge.

A To be preserved permanently—contd.

Serial No.	Nature of papers	Remarks
40	Premium books.	
41	Savings Bank Pass Books	To be preserved till connection of the depositor ceases with the department.
42	Issue registers.	
43	Minute book.	
44	Maps, plans, etc. of the Mysore town with thgbd of suburbs and villages.	
45	Office order book	
46	Registers, Lists and indexes of records received, preserved and destroyed from time to time.	
47	Portions of the *Mysore Gazette* relating to the Trade Board.	
48	Library register	
49	"From" and "To" Registers	
50	Index registers of files of correspondence.	

76

B —To be preserved generally for ten years.[C]

No.	Name of files	Remarks
1	Acts of the Trust Board in exercise of certain powers of the Municipal Council.	
2	Correspondence relating to refund of payments credited to the City of Mysore Improvement Fund and of amounts placed under Revenue Deposits.	
3	Correspondence relating to security deposits of subordinates	Till two years after the severance of the connection with the subordinate in the Trust Board
4	Papers relating to abatement of over-crowding	
5	Papers relating to arrangements made for the granting of licenses for building purposes in the areas handled by the Board	
6	Papers relating to establishment for the collection of rents, profits and other proceeds.	
7	Papers relating to petty and other establishments for the supervision of properties or other revenue purposes.	
8	Papers relating to the recovery of sums due to the City Improvement Fund by coercive measures.	Ten years after final disposal
9	Papers relating to execution of works from special grants other than the City Improvement Fund	
10	Papers relating to the execution of construction works	
11	Papers relating to the purchase of tools and plant and furniture, survey and mathematical instruments.	
12	Papers relating to the purchase of stock articles	
13	Papers relating to the purchase of materials	
14	Papers relating to clothing to menials	
15	Papers relating to allotment of building sites	
16	Papers relating to the manufacture of articles required on Trust Board works.	
17	Repairs and maintenance of works constructed by the Board	
18	Requisition to Municipal Council for the temporary vestment of land required by the Board for formation	
19	Applications for hire or sale of Board's moveable or immoveable properties.	
20	Papers relating to surveys	
21	Papers relating to repayment of earnest monies	
22	Files of tenders with the orders by the purchasing or sanctioning authority	
23	Journals of officers and subordinates	
24	Contracts and agreements in respect of works costing more than Rs. 1,000.	Ten years after completion of works.
25	Schedule of expenditure	
26	Books of counterfoils of cheques issued	
27	Counterfoils of receipts granted for monies received	
28	Counterfoils of receipts obtained for payments made	
29	Contingent register	
30	*Ad-interim* receipt books	
31	Loan orders and bonds in respect of house building advances	Till completely discharged
32	Register of applications for houses and lands with index	
33	Daily issue and receipt book	
34	Register of materials for use on works	
35	Registers and other account books not specified to be permanently preserved.	
36	Half yearly gradation list of establishment	
37	Schedule of establishment submitted to Comptroller	
38	Counterfoils of licenses granted	
39	Register of sanctioned works	

C —To be preserved generally for two years.

No.	Name of file	Remarks
1	Applications for house-building advances rejected or not complied with	
2	Applications for appointments or scholarships	
3	Circular orders reports, yadis etc. of ephemeral interest	
4	Correspondence relating to travelling allowance bills, allowance, etc.	
5	Correspondence relating to the supply of stationery articles and forms	
6	Correspondence relating to the printing works of the Trust Board	
7	Claims of contractors after settlement of final bills	
8	Claims or objections to compensation received after the close of acquisition cases concerned.	
9	Files of tenders with the orders of the purchasing or sanctioning authority	
10	Lists of unanswered references	
11	Notices issued to trustees to attend meetings with agenda papers	
12	Papers relating to permissions to trustees for absenting from six consecutive ordinary meetings of the Trust Board	
13	Papers relating to the arrangements of the Board for transacting business in its meetings	
14	Papers relating to miscellaneous matters for which no special file has been opened	
15	Papers relating to correspondence with Comptroller and treasury officers on routine matters.	
16	Papers relating to office accommodation	
17	Papers relating to the purchase of books and unusual articles from the contingent grants.	
18	Reports as to delivery and assumption of charge by officers	
19	Spare copies of collections of printed proceedings of the Board	
20	Spare copies of Government proceedings	
21	Spare copies of other printed papers	
22	Spare copies of inspection notes of trustees and officers of the Trust Board	
23	Summons, etc. from various courts other than those calling for the production of records.	
24	Unimportant communications from Government (*e.g* forwarding petition, etc.)	
25	Applications for letter of credit	
26	Cash abstract	Three years after credit.
27	Contracts and agreements on behalf of the Board not exceeding Rs. 1,000 in respect of works.	Three years after completion of works.
28	Deeds, agreements and security bonds taken from contractors and workmen	Two years after completion
29	Office copies of travelling allowance bills	
30	Papers relating to refunds and write-backs	Two years after final disposal.
31	Work abstract	Two years after credit.
32	Impress cash sheets	
33	Office copies of contingent bills	
34	Registers of old building materials	
35	Auction sale lists of immoveable properties of the Trust Board	
36	Auction sale list of moveable properties of the Trust Board	
37	Book of counterfoil of challan	
38	Deeds, agreements, security bonds, etc. taken from Lessees and others.	To be destroyed after the conditions are fulfilled.
39	Loan orders and bonds in respect of house-building advances	Till completely discharged.
40	Monthly discharge collection and balance statements	
41	Margin of demand notices	
42	B forms	Two years after audit.
43	Book of receipt and issue of stationery articles and printed forms	
44	Records connected with sale or transfer of unserviceable tools and plant.	
45	Sundry statistical statements and returns prepared for special purposes when unimportant.	
46	Annual administration report of the Trust Board	
47	Brief report for the Dasara Address	

C —To be preserved generally for two years—contd.

No.	Name of file	Remarks
48	Budget estimates of the Trust Board submitted to Government	
49	Half-yearly statement of scholarships sanctioned in the department to be submitted to Inspector-General of Education.	
50	Half-yearly statement of business statistics	
51	Indents for stationery and forms	
52	List of graduates in the department	
53	List of superannuated officers	
54	Monthly progress reports on the acquisition work of the Trust Board	
55	Monthly accounts of the Mysore City Improvement Trust Board submitted to Comptroller	
56	Periodical returns and unanswered references from the Assistant Engineer	
57	Quarterly returns of Europeans and Eurasians employed	
58	Quarterly list of pending pension applications	Till disposed of.
59	Returns of deaths of European officers	
60	Special reports on the progress of works	
61	Books and statements which obviously appear to be of no permanent value or interest.	
62	Branch number book	
63	General number book	
64	Local delivery books	
65	Lists of unanswered references	
66	Printed copies of administration reports of other departments	
67	Register of service postage labels	
68	Register showing the working of the typewriting machine	

N.B.—The Registers referred to in Rule 61 of the Rules of correspondence and record arrangement sanctioned for the Office are omitted from these lists.

W b A 1931—875—205—29-4-31.

No 1127 4475

Due Appendices A B E J & F

OFFICE OF THE CHAIRMAN
CITY IMPROVEMENT TRUST BOARD MYSORE

Dated 1st February 1927

FROM C S Kuppuswamaiengar, Esquire
[redacted]
Chairman City Improvement Trust Board
Mysore

GENERAL & REVENUE SECTION 38574

N & REV SECTT 4 FEB 927 G O SECTION

To

The Secretary
to the Government of His Highness the Maharaja of Mysore
Development Departments

SIR

M 127-26-2

In continuation of this office letter No 959 dated 31st December 1926, forwarding a draft of the Business Manual of this office I have the honour to forward herewith a copy of the Trust Board Resolution No V dated 2nd November 1926 approving of the Manual In this connection, I have to state that the words 'Trustees and " after "the acts of " in line 5 of the paragraph against "Summary of statutory Provisions' on page 3 have to be deleted being incorrect

2 As regards the Schedule of rates of Trust land referred to in paragraph 67 of the Manual the modifications proposed by the Trustees are in respect of lands in Jalapuri Extension Narasimharaja Mohalla Doddapeti Road and Chamaraja Road appearing on page 17 of of the Manual A fresh sheet embodying the said modifications is herein enclosed for being substituted for page 17 in the copy submitted to Government

3 Appendecies A B L F & J to the Manual which were due have also been sent herewith

4 It is requested that as already suggested, the Manual may be passed as Rules framed under Section 38 of the City of Mysore Improvement Regulation

I have the honour to be
Sir
Your most obedient servant

Chairman

80

Proceedings of the 6th ordinary meeting of the Board of Trustees for the Improvement of the City of Mysore held at the Chairman's Office on Saturday the 22nd January 1927 at 8 A M

Present

C S Kuppuswamaiengar, Esquire (Chairman)

1 B Mahomed Usman Esquire L M S Senior Surgeon
2 The Health Officer City Municipal Council Mysore
3 Thuruvekere Basavaraja Urs Esquire
4 Tippu Sultan Allikhan Esquire
5 J E A D'Cruz Esquire A C E B C E
6 Mahomed Sait Esquire
7 K Dhanakotichetty Esquire

Absent

1 Sir Charles Todhunter K C S I

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x x

V Office Business Manual

Also Schedule of rates of trust land (vide para 67 of the Manual)

The Manual is approved

The schedule of rates is also approved with a few modifications

x x

Sd C S Kuppuswamaiengar

Chairman

"Copy"

Chairman

Proceedings of the Govt of H.H the Maharaja of Mysore

Read -

Correspondence ending with letter No 1127 dated 1st February 1927 from the Chairman, City Improvement Trust Board, Mysore forwarding for sanction a draft of the - Business Manual of the Trust Board of

Order No

Dated, Bangalore, the

The City of Mysore Improvement Regulation III of 1903 as amended up-to-date defined only in a general way the scope of work and the powers of the City Improvement Trust Board, but left the details of procedure and administration to be settled by Rules and Bye-laws to be framed under Sections 38 and 39 of the Regulation. The expectation has been fulfilled only to a limited extent and several matters on which a clear and consistent understanding is necessary are at present regulated by practice, stray rulings and the discretion of a changing personnel. A comprehensive set of rules dealing formally with matters of procedure, in regard to the Board's work has long been felt to be a handicap by the officers, subordinates and Audit auditors of the Board no less than by the Trustees. With a view to supply this want a Business Manual has been prepared

and approved by the Board in their resolution dated 22nd January 1927 with certain modifications.

The Comptroller who was requested to furnish his remarks as to the provisions relating to " Accounts in the Draft Manual has furnished them in respect of Chapters V, VII and VIII of the Manual.

Government are pleased under Section 38 of the City of Mysore Improvement Regulation to approve of the Manual of Rules as finally passed by the board with the modifications and additions suggested by the Comptroller as contained in the Appendix to this order.

As in pages 5-10 of the Office Notes with pages 8

The Chairman is requested to forward 12 printed copies of the Manual as approved by Government, for reference in the Secretariat.

Chief Secretary to Govt.

To

The Chairman, Trust Board, Mysore.
The Comptroller to Govt.

Appendix to Code under IW

Chapter V

This deals with the execution of works

Para 47 The Government Order of 1st May 1925 referred to therein requires that a list of works sanctioned by the Board may be sent to Government for formal approval from time to time. This has been omitted and has now to be inserted.

As the sanctions for work estimates both by the Board and Government have to be communicated to the Audit Office monthly, the following provision will have to be made

" A list of all estimates sanctioned by the Board and of these by Government will be forwarded by the Chairman to the Audit Office monthly so as to reach the Comptroller on or before the 5th of the month following that to which the list relates "

As nothing is said about the excesses over estimates, the following will have to be provided for :-

" Excesses over estimates should be strictly avoided and revised estimates should be prepared as soon as it is perceived that the sanctioned estimate is likely to be exceeded by more than 5% "

" No additional work should be carried out beyond what is sanctioned nor should any enhancement of rates premised involving an excess over the sanctioned estimates without the express approval of the competent authority "

Para 50. The words " Executive Engineer" will have to be substituted in place of " the senior official of the - Section " as the register of estimates sanctioned is an important record in the Trust Board Office.

Para 56. The following addition is necessary.

" A certified copy of the rate list may be used by the Accounts Section for check of bills and reference. Only final bills will be checked with the original list."

Para 59 The following will have to be inserted as a sub para

94

" Expenditure will as far as possible be equalised throughout the year and the flow of bills will be so regulated as to avoid rush of payments at the close of each month and at the close of the year "

Para 64. With this para, Chapter V closes. In para 14 of Government Order No 4807-11 Ml 106-25-29 dated 5th January 1926, it has been ordered that the transactions of the Trust Board should be conducted under the provision of the Public Works Department Code As it is unnecessary to introduce all important paras, a reference to this may be made in general under a separate para

" As the works executed by the Trust Board are mostly of the nature of these undertaken by the Public Works Department, the transactions of the Board should be conducted under the provisions of the Public Works Account Code and reference made thereto for provisions not contained in this Manual "

Chapter VII

This deals with moveable properties

The following may be inserted as the first para unde this chapter.

" The Executive Engineer who is generally entrusted with the care, use or consumption of the moveable properties is responsible for maintaining correct records and preparing correct returns in respect of the properties entrusted to him "

The provision of the following is necessary.

" All purchases up to Rs 1,000/- should be made in accordance with the rules contained in Government Order No.Fl.3238-87/ G F.10-17-47 dated 4th January 1918 and those above Rs.1,000/- being made through the Store Purchase Committee "

" The stores will be in charge of the Store Keeper whose duty will be confined to the custody,preservation

preservation and issue of stores under his charge and to keeping the required returns relating to them "

" stores should be issued by the Store Keeper only on receipts of indent in which should clearly be shown the work or service for which the articles are required and which should be signed by the Executive Engineer."

" The accounts of Daily Receipts and Issues of Stock and Tools and Plant should be maintained in Form No 17 and the monthly return of receipts and issues in Form No 20 These should also be posted in A Form registers monthly."

" The old building and surplus materials should be accounted for in the same manner as stock and tools and plant."

Substitute this for para 80.

" The stock account being a reserve for current or future requirements has to be maintained at a certain limit and the stock replenished when it falls below that Stock must be counted at least once every half year and a certificate to this effect furnished to the Comptroller before the 15th August and 15th February of every year, as required in paras 402 and 411 of the Mysore Public Works Account Code. The tools and plant in the Board should be similarly counted once a year and a certificate sent to the Comptroller before the 15th August of every year "

Substitute the following for paras 81 and 82.

" The book value should invariably be fixed for all surplus and serviceable stores, while a nominal value may be fixed for unserviceable ones. They should be disposed of from time to time by auction or otherwise as the Board may decide"

" When stores are sold to the Public or other departments, an addition of 10% must be made to cover charges on account of supervision, storage and contingencies. This percentage is leviable on all articles issued by the Board irrespective of the account in which they are borne-Stock, Tools and Plant, surplus stores or materials at site. No charge need be made on earthen ware pipes issued from --

from Trust Board Works or to private people for those connection "

" A hire of 15% on the cost price should be levied per annum for machinery and tools lent to District Board and other Government Departments Ordinary tools such as pick axes,mamties, crow bars,hammers etc should not be loaned to contractors on any account."

Chapter VIII.

This deals with finances.

Substitute the following for para 87

" The Chairman, is personally responsible for the money which passes through his hands and for the prompt record of all receipts and payments in his cash book in every respect He is required to check all the entries as soon as possible after the date of their occurrence and he must see that all receipts have been properly credited in it and that the payments are supported by vouchers which he has approved He should initial in each page after the last entry is checked. The cash book should be signed by the disburser at the end of the month and such signature will be understood as fixing his responsibility for all the entries of the month inclusive of closing balance "

" There should be no erasures of any kind in the cash book. If a mistake occurs in posting it, it must be neatly struck out in red ink and the corrective entries made just above it. All corrections should be initialled by the Chairman himself."

" The Chairman should count the cash not less often than once a month and record the result in the cash book over his signature "

" Cash Books have their pages machine numbered As far as possible no lines should be left blank Interpolation of entries should strictlybe avoided But when, under special circumstances, it becomes necessary to make any entries between the ruled lines or to make any additions to or interpolations between entries between entries already made .--

87

such additions should invariably be attested by the dated initials of the Chairman

Cash and General Accounts (Page 34)

Para 117 Insert " and Paras 210 to 253 of the - Mysore Public Works Account Code " after the words - " Execution of Works "

Insert the following after Para 117

" The monthly accounts should be sumitted so as to reach the Comptroller by the 20th of the following month with all the necessary ~~xxx~~ Schedules and schedule dockets with bills and vouchers "

" C O P Y "

for Chief Secretary to Govt

BB